

## Attachment 7

To: SC Site Offices/Chicago Manager/Oak Ridge Manager/HQ Staff & Program Managers (see attached list)  
From: MSO  
Subject: Request for \_\_\_\_\_Management System Development Team Representatives

The Office of Science is initiating the OneSC Phase 2 Reengineering effort and has scheduled a Management System (MS) development workshop for the initial group of management systems for July 25 - 28, 2005. I have been designated as the \_\_\_\_\_ Management System Owner and as such, am responsible for defining the scope of the Management System and developing an action plan and schedule to complete reengineering of each Subject Area within this MS.

To accomplish this, I am establishing a MS Development Team. This team will provide senior level expertise in reviewing and validating requirements governing the MS; defining the scope of the MS, including subject areas; identifying key services/products provided by the MS; identifying services/products required by the MS to operate; and identifying interdependencies with other MSs.

The key to defining the MS is representation from a variety of SC offices, including the Integrated Support Center (OR/CH), Site Offices, and HQ Staff and Program Offices. Representatives should:

- Be senior level managers (division level or above) with authority to make decisions
- Have a broad understanding of the MS functions
- Be willing to challenge the status quo and promote change

Participation on the team will require travel to Washington, D.C. the week of July 25 and participation in a video conference earlier in July. If you are interested in having a representative on the development team, **please provide me with the name, email, telephone number and badge number of your proposed representative by July 1, 2005.** I will determine the final team composition based on your input to ensure a cross-section of SC organizations is represented.

If you have questions, please call me at \_\_\_\_\_. I can also be reached by email at \_\_\_\_\_@\_\_\_\_\_.

Cc:

J. Roberts, SC-2  
C. Torquato, SC-2  
J. Erickson, SC-PNSO  
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